

GHHA Greenhill Housing Association

**Job Description**

**Plumber / Multi-trade Operative**

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| **Post title:** Plumber / Multi-trade Operative |  |  |
| **Responsible to:** Maintenance Manager |  | **Hours:**  40 Hrs P/WMonday to Friday 8am to 5pm |
| **Salary grade:** C 36K |  | **Responsible for:**  |
| **Special requirements** |  | N/A |

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| **Purpose of Role:** The Plumber/ multi-trade will be responsible for carrying out a wide range of maintenance, responsive repairs and void works connected with specialist trades and any secondary trades. The works shall be carried out in an efficient way and completed within required deadlines.**Key Responsibilities:*** Repairing leaks, repairing or replacing toilet seats, shower heads or hoses, unblocking waste traps, toilets, gutters, rainwater pipes, etc.
* Repairing, replacing and maintaining plumbing systems, replacing defective washers, replacing or mending broken pipes.
* Full bathroom/kitchen replacement
* General painting and making good paintwork after repair.
* Carpentry repairs, door fitting, splice repairs, bath panel and framework, kitchen repairs
* General locksmith
* UPVC window/door repairs
* Wet trades
* Inform manager of job tickets that require cancelling, follow on works or change in status
* Material orders, vehicle reports, policy procedure paperwork
* Ensure company van is used in accordance with company vehicle policy.
* Ensure the safe, effective use of tools and plant ensuring they are maintained and inspected and any faults reported
* Compliance with all company policies and procedures
* Understand and comply with the Health and Safety regulations and ensure all work practices are safe
* Carry out Risk assessments, reporting bad practice and dangerous occurrences to manager
* Present a positive image to residents, wearing corporate uniform whilst working
* To deliver quality workmanship without close supervision
* Meet appointments agreed with residents
* Complete work first time wherever possible
* Take a flexible approach to delivering work when work load dictates or Maintenance Manager or Director of Asset Management require it
* On completion of work inspect quality and be satisfied before leaving resident
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| **Experience and pre-qualification criteria:*** Substantial experience in the building, maintenance or repairs industry to acquire skills and techniques in specialised trade and multi trade
* City and Guilds qualification up to (NVQ level 3) or relevant experience in plumber and multi trade
* Working knowledge of relevant Health and Safety Legislation
* Previous experience in Housing or Maintenance environment
* Ability to prioritise work loads
* Good time keeping with organisation and planning skills including strategic thinking and priority setting
* Able to work on own initiative
* Willing and able to work as part of a team, flexibly and independently
* The ability to make sound judgements and decisions within the company’s guidelines and objectives
* Good interpersonal and communication skills
* Full UK driving licence
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